

## ***CRISTO REY COLUMBUS HIGH SCHOOL***

### **FULL TIME ADMINISTRATIVE ASSISTANT**

#### Who We Are

Cristo Rey Columbus High School is located in Columbus, Ohio and is part of the national Cristo Rey Network. We are a Catholic, college-preparatory high school for students of all faiths from families of limited financial means. We are co-educational and serve students of diverse backgrounds. We strive to help our students grow intellectually, academically, spiritually, socially, and morally. Our aspiration is that all our student graduate from high school and college and become the future leaders in our churches, institutions, businesses, nonprofits, and the community at large. To learn more about us, visit [www.cristoreycolumbus.org](http://www.cristoreycolumbus.org).

#### Who We Are Looking For

We are seeking a full time administrative assistant who is passionate about the Cristo Rey mission. This person will be responsible for among other things, school administrative functions; creation and modification of documents; communications with students, parents, administrators and teachers; front desk receptionist, and other school-related duties.

#### Basic Requirements

- Associate's Degree or higher.
- Experience in school setting preferred.
- Excellent verbal and written skills.
- Fluency in Spanish would be a major plus factor.
- Strong knowledge of MS Office, especially Word & Excel.
- Knowledge of School Information Systems, specifically PowerSchool a plus.
- Commitment to the mission of the school and the Cristo Rey Mission Effectiveness Standards.

#### Required Skills and Traits:

- Work hours are Monday through Friday 9:00 AM to 5:00 PM.
- Understand and maintains the confidentiality of information surrounding the main office.
- Able to learn and work with school technology.
- Excellent organization and efficient time management skills.
- Outgoing personality.
- Attention to details.
- Professional demeanor.
- Proactive, positive attitude.

This school administrative assistant reports to the Principal and PWSP Director and will work with and other member of the school community as needed. This summary does not describe all job duties, and a full job description is available upon request.

#### Application Procedures

Please e-mail your resume and cover letter to Joni Molnar at [jmolnar@cristoreycolumbus.org](mailto:jmolnar@cristoreycolumbus.org). Cristo Rey Columbus High School will not discriminate on the basis of race, color, national or ethnic origin in the hiring of its certified or non-certified personnel.